



MANAGER OF DRAFTING AND CONFIGURATION

JC: TC102
PB: I
FLSA: Exempt

BU: 31 (AFSCME)
Created: January 1999
Revised: August 2019

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under direction, manages and supervises the activities and operations of the District's computer aided design (CAD) program including creating, editing, maintaining, and distributing of engineering drawings, models and scans, technical specifications, manuals, and other documentation related to both operations and maintenance; coordinates assigned activities with other divisions, departments and outside agencies; and provides highly responsible and complex administrative support to the Senior Quality Manager; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is a full supervisory/managerial level classification responsible for managing (through subordinate staff) the activities and operations of the Drafting and Configuration Control Division, Technical Resource Center, technical information website, and print shop including the preparation, storage, distribution and retention of engineering drawings, microfilm, document and technical publications. The incumbent is accountable for the analysis and direction of complex documentation issues, monitoring, service delivery, managing staffing levels, serving as liaison for the drafting division, and administering contract services. This classification is distinguished from the Senior CAD Drafter in the latter is responsible for producing complex 2D drawings as well as 3D models and designs in one or more of the following disciplines: Mechanical, Electrical, Plumbing (MEP), Civil, Structural, Architectural and/or HVAC used for various engineering, construction and maintenance projects.

REPORTS TO:

Senior Quality Manager or designee.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Assumes management responsibility for assigned District services and activities of the Drafting and Configuration Division including preparation, storage, distribution and retention of engineering drawings, electronic management system and technical documents; and management of the Technical Resource Center, the Technical Information website and the District print shop.
2. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends appropriate service and staffing levels.

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3. Plans, directs, coordinates and reviews work plans; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
4. Analyzes, directs and recommends solutions of complex documentation issues; researches and confirms scope and cost of documentation projects.
5. Confers with and provides professional assistance to departments on technical documentation problems and issues; coordinates with project leaders and other departments to discuss/resolve project deliverable requirements, schedules, formatting issues for outside contracts.
6. Researches and resolves capital charge and activity code issues with project leaders and staff.
7. Monitors developments and legislation related to assigned area of responsibility; evaluates impact upon district operations; recommends and implements equipment, practice and procedural improvements.
8. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
9. Manages assigned departmental contractor services; participates in negotiations, vendor selection and ensures compliance with contractual obligations.
10. Oversees and participates in the development and administration of the department's annual budget; participates in the forecasting of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments; approves invoices for reproduction, professional and technical services, support and supplies.
11. Serves as the subject matter expert for project documentation and drafting services with other divisions, departments and outside agencies; negotiates and resolves confidential and controversial issues.
12. Represents the department on various committees (as needed); prepares and presents staff reports and other necessary correspondence and documentation.
13. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of documentation processes and equipment.

QUALIFICATIONS

Knowledge of:

- Operational processes, services and activities of a technical documentation control program.
- Website development, maintenance and management.
- Principles and practices of computer aided drafting and documentation.
- Applicable FTA guidelines and industry standards and codes of technical documentation creation and control.

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- Principles and practices of program development and administration.
- Methods and techniques of storage for a variety of documents and media.
- Current office procedures, methods and equipment including computers and supporting software.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Policies and procedures governing service contracts and purchase requisitions.
- Practices of reprographics and print shop management.
- Related Federal, State and local laws, codes and regulations.

Skill in:

- Overseeing and participating in the management of a comprehensive document control program.
- Implementing a methodology that collaborates Content/ Document Management System (DMS), Computer Aided Design (CAD), and Building Information Modeling (BIM).
- Overseeing, directing and coordinating the work of lower level staff.
- Evaluating technical documentation project requirements.
- Managing outside contract services and purchases.
- Analyzing, directing and directing the analysis of complex documentation issues.
- Selecting, supervising, training and evaluating staff.
- Participating in the development and administration of division goals, objectives and procedures.
- Preparing and administering large program budgets.
- Preparing clear and concise administrative and financial reports.
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Researching, analyzing and evaluating new service delivery methods and techniques.
- Interpreting and applying Federal, State and local policies, laws and regulations.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:

Bachelor's Degree in engineering, drafting, business administration or a closely related field from an accredited college or university.

Experience:

Four (4) years of (full-time equivalent) verifiable professional experience in technical and/or document control management which must have included at least two (2) years of administrative and/or supervisory experience.

Substitution:

Additional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

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Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for sitting for prolonged periods of time.

EEO-1 Job Group: 1500 – Supervisor/Other
Census Code: 0430 – Miscellaneous Managers
Safety Sensitive: No